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Loretta Howard
Vivian lawyer

EXECUTIVE SECRETARY

Wanda Hutchinson,
Administrator

PERSONNEL BOARD

**3430 Court House Drive
Ellicott City, MD 21043
(410) 313-2033, Fax (410) 313-3470**

Wednesday, June 1, 2016

Personnel Board Quarterly minutes

Present:

Jeanne Zarnoch
Vivian Lawyer
Susan Mascaro
Faith Adelman
Wanda Hutchinson
Stacey Simmons
Chris Fay (recording secretary)

Absent:

Loretta Howard
Jae Chon

From the meeting of May 16, 2016:

- I. Meeting was called to order at 6:03 p.m.
- II. The agenda was approved unanimously.
- III. Minutes from the last meeting were reviewed and approved "as is".
- IV. HR Administrator Wanda Hutchinson – definition of "administrative leave" explained and was added to the definition page in the Employee manual.
- V. Stacey Simmons: Classification And Pay Plan: The following changes to the Howard County Classification Plan were voted upon and approved by the Howard County Personnel Board: New positions added to Classification Plan (District Aide and Deputy County Auditor); Description changes in Classification Plan (Executive Assistant I, Director of Community Resources and Services, Human Services Manager I, Human Services Supervisor, Human Services Specialist III, Dispatcher First Class, Public Information Administrator - Administration). The following changes to the Howard County Pay Plan were voted upon and approved by the Howard County Personnel Board: new RLC pay scale (new for July 1, 2016 and revised for January 1, 2017); Public Safety Dispatchers Association (revised pay scales for July 1, 2016 and January 1, 2017); Local 3888 (revised pay January 1, 2017); Corrections Salary Schedules (revised pay scales for July 1, 2016 and January 1, 2017); Howard County General Salary Scales (revised pay scales for July 1, 2016 and January 1, 2017); Emergency Communications Supervisors (revised pay scales for July 1, 2016 and January 1, 2017); Police Officer's Association, Lodge 21 (revised

pay scales for July 1, 2016 and June 12, 2017); Police Supervisor's Alliance, Lodge 143 (revised pay scales for July 1, 2016 and June 12, 2017); Police Management (revised pay scales for July 1, 2016 and June 12, 2017); Local 2000 International Association of Firefighters (revised pay scales for July 1, 2016 and June 12, 2017); Fire Management (revised pay scales for July 1, 2016 and June 12, 2017); Local 3080 of the American Federation of State, County and Municipal Employees (revised pay scales for July 1, 2016); clean up wording in Implementing the Pay Plan (Page 13) – under Emergency Communications Supervisors - remove Reference to Four Area Premium Pay because now included in their pay scale. Change pay grade for County Auditor to Grade "Q". List of Classification Codes and Pay Grades for Executive Exempt Employees revised and updated (to include new positions and description name changes). Corrected the name of AFSCME Unions 1810, 3080, 3085 and 3888 on pay scales from American Federation of State, Local and Municipal Employees to American Federation of State, County and Municipal Employees.

VI. Meeting closed at 7:08 p.m.